SDP Administrative Assistant

The Slave Dwelling Project envisions a future in which the hearts and minds of Americans acknowledge a more truthful and inclusive narrative of the history of the nation that honors the contributions of all our people, is embedded and preserved in the buildings and artifacts of people of African heritage, and inspires all Americans to acknowledge their Ancestors.

The Slave Dwelling Project is seeking an administrative assistant who possesses great written and communication skills, is detail-oriented, passionate about history (particularly African American history), and has the ability to conduct organizational outreach to multiple partners, locally and nationally. This job will be a remote, part-time position with no health benefits or other insurances. The SDP will provide a monthly stipend for internet/phone service, and travel expenses on an as-needed basis. The ideal candidate will be a self-starter who is assertive in partnership leads, clerical accuracy, and is energetic.

Interested candidates should submit a cover letter and resume to slavedwellingproject@gmail.com no later than February 29, 2024.

Primary Responsibilities

• Communicate regularly with Executive Director re: inquiries, requests, events
• Coordinate/manage travel arrangements for Joe and other SDP participants, as needed
• Serve as liaison between SDP Executive Director, board, and event sponsors/sites
• Assist the Executive Director in coordinating Living Historian staff, including invoices
• Provide administrative support for SDP marketing, communications, and fundraising efforts
• Provide administrative support/data for SDP treasurer; create, manage and track invoices
• Create and distribute monthly SDP board agendas
• Manage SDP Zoom account, including meeting setup and hosting responsibilities
• Create bi-monthly newsletter
• Remote position, will require some travel, including board retreat, community events, and bi-annual conferences.
• Organize and archive all organizational documents with Executive Director
• Serve as Conference Coordinator with assistance from committee

Desired skills

Ability to represent SDP professionally at public events
Proficient in Microsoft Office
Proficient in Google Workspace (Drive, Calendar, Mail, etc.)
Proficient in Mailchimp
WordPress proficiency is a plus, but not required
Familiarity with social media platforms (eg, Twitter, Facebook, Instagram)
Social media content development

Education/Experience Requirements Minimum:
A bachelor’s degree in a related field, e.g., arts administration, museum studies, history, business administration, etc., and 3-5 years of administrative experience.

Salary:
$25,000.00 annually

www.slavedwellingproject.org